



insights for the life of your business™

## MAS 500

### WEB-BASED REPORTING

All Purchase Order reports can be generated and viewed through Microsoft Internet Explorer with our Web Reports module, at the same high level of security as with the module's standard output.

### REPORTING FEATURES

- Maintain custom form layouts for printed forms used throughout all MAS 500 modules.
- Tailor purchase order forms to your organization's design requirements.
- Export all report data to an external file. Data types supported include ASCII text, delimited, Excel, Lotus 1-2-3, HTML, RTF, or Microsoft Word.
- Output any report to the screen, a printer, or a variety of file formats.
- Create customized, presentation-quality reports through Crystal Reports software.

### REPORTS

- Open Purchase Orders
- Open Purchase Order Items
- Purchases Journals
- Purchase Price Variance
- Change Orders
- Back Ordered Purchase Orders
- Expected Delivery
- Standard Cost Analysis
- Purchases Clearing
- Blanket Purchase Orders

### MAS 500 SOLUTIONS

- CRM and E-business
- Financials and Project Accounting
- Distribution and Manufacturing
- Human Resources and Payroll
- Customization



## PURCHASE ORDER

**Enter Requisitions**

Requisition: 0000000017      Status: Open  
 Originator: admin      Date: 3/20/00  
 Contact: admin      Expedite:      Region:      Warehouse: SPedo

Comment: Trade Show

	Item	Description	Qty Requested	UOM	Unit Cost	Ext.
1	catering	Catering Services	1,000	Each	500.000	
2	black pens	Balpoint Pens, black	5,000	Pack	2.990	
3	insurance	Insurance Expenses	1,000	Each	150.000	
4						

Generate PO

admin 50A 3/20/00

### Increase Accuracy Throughout Your Purchasing Process

MAS 500's Purchase Order module helps you save time and reduce administrative costs through more effective management of your purchasing process. This module is part of the MAS 500 distribution series, which has been designed with input from supply chain experts to meet the specific needs of large businesses who want to apply innovative inventory management in organizations with lower stock levels. MAS 500 is a highly reliable, robust and integrated series of business applications that delivers a flexible, scalable and full-featured total e-business management solution.

Purchase Order provides you with the tools you need to simplify and streamline your purchasing process, while ensuring greater ordering accuracy. Because it allows authorized users to create a requisition quickly and easily without prior knowledge of your vendors or buying practices, the system enables you to enjoy the efficiency of flexible purchasing workflows. Only minimal information is required to create a requisition, such as the date, originator's name, item description, quantity requested, and date required.

A variety of system features use the power of automation to minimize costly quantity and pricing errors, as well as errors in receipt of goods. You can create vouchers that automatically default from the related purchase order. You can tie a purchase order to a sales order so that incoming products are correctly allocated to your priority customers. And you'll save time and maximize productivity by using the system's extensive drill-down and drill-around capabilities to track transactions step by step back to their origins.



## MAS 500 Purchase Order

*"MAS 500 has been a lifesaver for us. It's trimmed 20 percent off administration time, and will have paid for itself in a little over a year."*

*Kurt Gail, CFO  
Central Distributors of Beer*

### FEATURES:

#### Purchase Requisitions

Create requisitions using date, originator, item description, quantity, and date required, even if vendor information is unavailable.

- Initiate a requisition of items or services for either ongoing business or internal use even if you have no prior knowledge of the company's vendors, items, or buying practices.
- Provide the ability to generate purchase orders from requisitions for authorized buyers only.

#### Purchase Order Processing

Assign different ship-to locations to each purchase order line item, invoice automatically or manually, or use the Multicurrency Management module to create purchase orders in any currency.

- Establish contract and blanket purchase orders.
- Copy data from a previous purchase order to a new one.
- Optionally transfer purchase order quantities to the receiving voucher.
- Automatically generate invoices or bill manually.
- Designate a different ship-to address or shipping method for each line of a purchase order and automatically distribute the amount of the appropriate general ledger account.

#### Integrations

Increase system functionality by integrating with other powerful MAS 500 modules.

- Create purchase approval processes when integrated with the MAS 500 manufacturing suite.
- Integrate with the Project Accounting module to assign costs to projects for project materials and automatic billing for materials.
- Automatically record and track fixed asset purchases when integrated with the FAS Asset Accounting module.
- When used with manufacturing, you can buy-to-the-job by assigning a PO line for materials or outside process work to a specific Work Order. Also generate planned and actual POs through MRP.

#### Online Analysis and Drill Downs

Obtain fast, easy access to purchasing information on any level.

- Easily access critical purchasing information, including PO Summary, Payment Summary, Vendor Status, Vendor History and Voucher Summary.
- Apply the system's extensive drill-down and drill-around capabilities to quickly and easily analyze purchasing information.

#### Security

Limit access to confidential purchasing information and tasks to authorized users only.

- Define specific groups of users who have access to the same companies, menus, tasks, and security events.

- Use limited access permissions to restrict users' access to confidential information and tasks.
- Provide security to control generation and issuance of purchase orders, change order processing, tolerance codes, and more.

#### Three-Way Matching

Provide tight control through the ability to compare purchase order information at the line item level, and permissions to take orders off hold or apply overrides.

- Establish security permissions to reassign tolerance codes, take purchase orders off hold, or apply overrides.
- Use MAS 500 to perform unit conversions for matching purposes to reconcile differences between the invoice and the purchase order.
- Establish user-defined tolerance codes to compare quantities, unit costs, extended amounts, total purchase order amounts, and early or late dates.

#### Additional Functionality

Increase your productivity with the ability to set up landed costs, maintain a tight audit trail, and create purchase orders automatically based on inventory requirements.

- Set up estimates of landed costs that may occur when purchasing items, and associate them with a particular vendor or item.
- Process vendor returns for credit or replacement.
- Maintain an audit trail of purchase order changes through change order processing.
- Automatically create purchase orders based on replenishment requirements from the Inventory Replenishment module or drop ship requirements in the Sales Order module.
- Ensure accuracy through blind receiving.

#### System Flexibility

Configure your system for purchases of both inventory and non-inventory items, and set up defaults, custom fields, and tax classes.

- Configure purchase order options to meet the specific needs of your organization.
- Purchase both inventory and non-inventory items.
- Assign maximum authorization amounts to buyers.
- Select whether you want to apply override segments for freight charges, purchases, or sales tax.
- Create four custom fields for the purchase order and two custom fields for the purchase order line, giving you additional reporting options.
- Set up sales tax classes, codes, and schedules for sales tax information tracking.
- Control default tolerances for purchase orders and line items.

Best Software, Inc. • 56 Technology Drive • Irvine, CA 92618-2301 • 800-854-3415 • [www.bestsoftware.com](http://www.bestsoftware.com)